



## Information Request Form

### CITY OF MANCHESTER, NH Board of Assessors

One City Hall Plaza, West Wing  
Manchester, New Hampshire 03101  
Tel: (603) 624-6520 – Fax: (603) 628-6288  
E-mail: [assessors@ci.manchester.nh.us](mailto:assessors@ci.manchester.nh.us)

Please provide your contact information:

Your name: \_\_\_\_\_

Daytime telephone: \_\_\_\_\_

Email (optional): \_\_\_\_\_

**Instructions:** Specify your requests in the appropriate sections, then figure your fees. Send this completed form, plus your check/money order for the total fees to the address shown at the top of this page. You must also enclose the proper size **stamped, self-addressed envelope** for your request:

- Property record cards and other research require a standard #10 envelope (about 4" x 9"). Use one first-class stamp for every 5 pages requested.
- Tax maps require one 9"x12" envelope for every two maps requested. Postage for 1 map requires at least 80 cents; for two maps, at least \$1.03.

**REQUESTS FOR PROPERTY RECORD CARDS:** Specify property address and any other information that you know.  
Cost is \$1.00 per property.

Property Address (required)	Map / Lot	Owner Names / Comments

**REQUESTS FOR TAX MAPS:** Specify map numbers, including map suffixes if applicable. Each map and suffix combination is considered one map. For example, map 0034 and map 0034-A are two different maps. Please review pricing at the Information Request Form page located at <http://www.manchesternh.gov/CityGov/Asr/onlinepage.html>

Map Number (including Suffix)	Comments

**OWNERSHIP RESEARCH REQUESTS:** We will return a listing of all properties where the requested name is listed as a current owner. Cost is \$5.00 per owner name.

Owner Name	Comments

**FIGURE YOUR FEES HERE:** Fill in the number requested for each type, then calculate and total your fees.

Item Type	Number Requested	Cost each	Total Fees
Property Record Cards		X \$1.00	
Tax Maps		X	
Ownership Research		X \$5.00	

**TOTAL FEES:** Make check/order payable to **City of Manchester, NH:**

\*\*Please remember to enclose the appropriate **stamped, self-addressed envelope**.